

**NEW JERSEY DEPARTMENT OF STATE
NOTICE OF VACANCY**

(X) Department Posting

(X) Statewide Posting

Posting Date: March 1, 2018

Division: Council on the Arts

No. of Vacancies: 1 (one)

Salary: \$25.00 per hour

Title: Hourly Position (TES)
(Approximately 20 Hours Weekly)

DEFINITION:

Under the close supervision of the Interim Director of the Council on the Arts, will assist with tasks related to agency communications including but not limited to the following: management of social media and web content; coordination of public events; creation and editing of written materials and e-newsletters; and public relations. Does other related work as required.

PREFERENCE:

Skill preference includes:

- Social media, web and email communications
- Image, video and web content management
- Exceptional verbal and written communications skills
- Ability to multi-task, work independently and as part of team
- Professionalism and experience interfacing with the public

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

Interested applicants should send a letter and resume by **March 15, 2018** to:
Allison.tratner@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer